Sailor Career Toolbox

Navy Career Tools

Description

Navy policy strongly encourages you take an active role in your professional development and career management. The Sailor Career Toolbox identifies the 13 online applications you need to know. If you do not routinely use all of the applications listed below, you will miss the opportunities and advantages provided.

⚑ **CAC and CAC-enabled computer is required for access to many Navy Career Tools.**

Validate Personnel Information

Use these tools to verify your Navy career and personnel data:

▶ Electronic Service Record (ESR)

▶ Electronic Training Jacket (ETJ)

▶ Official Military Personnel File (OMPF)

▶ Performance Summary Record (PSR)

▶ Physical Readiness Information Management System (PRIMS)

▶ U.S. Navy Awards

Enhance Professional and Personal Growth

Use these tools to enhance your knowledge, skills, education, and career opportunities:

▶ Navy eLearning (NeL)

▶ Navy Credentialing Opportunities On-Line (Navy COOL)

▶ United Services Military Apprenticeship Program (USMAP)

▶ Sailor/Marine American Council on Education Registry Transcript (SMART)

▶ Sailor/Marine Online Academic Advisor (SMOLAA)

Explore Career Opportunities

Use these tools to explore career options:

▶ Career Management System / Interactive Detailing (CMS/ID)

▶ Fleet RIDE/Perform to Serve (PTS)

Required Actions

Use applications identified in the Sailor Career Toolbox to develop and manage your career.

▪ Monitor your personnel records regularly. It is your responsibility to verify that Navy records document all your career achievements. Be proactive and take all necessary actions to verify that your personnel data is current, accurate and complete. Doing so will ensure your career achievements are available when reviewed for advancement, selection for retention or special programs, or assignment to desired jobs.

▪ Use professional development applications to support and enhance your competitive efforts for advancement and retention.

NOTE: You may download this information sheet from the Navy Personnel Command (NPC) web site at http://www.public.navy.mil/bupers-npc/Pages/default.aspx. Go to NPC Quick Links > Career Toolbox.

See the following 13 pages, one for each Career Tool.

Electronic Service Record (ESR)

Description

The ESR is an online version of your service record and replaces the paper service record used in the past.

⚑ **CAC and CAC-enabled computer required.**

If necessary, establish your ESR account using the ***ESR QuickStart*** located on the NKO "Navy Career Tools" page (see below).

In the Internet environment, log in to ESR via Navy Standard Integrated Personnel System (NSIPS) at https://nsips.nmci.navy.mil.

- Click Logon

Sailors on surface ships with a NSIPS server installed, may go to http://nsipswebafloat.

- Click ESR Self-Service Access (no CAC required afloat)

Find Supporting Information Online

Go to NKO at https://www.nko.navy.mil. On the CAREER MANAGEMENT tab, click Navy Career Tools.

Go to NPC at http://www.public.navy.mil/bupers-npc/Pages/default.aspx.

- Click Career Info > Records Management > Electronic Service Record (ESR)
- Click (NPC Quick Links) > Career Toolbox > Sailor "Plain Talk" (series). Locate and download ***Plain Talk - Personnel Record Review***

See NAVADMIN 043/09, "Mandatory Use of the Navy Standard Integrated Personnel System (NSIPS) Electronic Service Record (ESR)".

Find Assistance or Help

Contact Personnel Officer, Command PASS Coordinator (CPC), and/or Command Career Counselor (CCC).

Contact the NSIPS help desk.
- 877-589-5991, Option 2; DSN 647-5442, Option 2
- email nsipshelpdesk@navy.mil

   IMPORTANT: If you enclose personally identifiable information (PII) in your support request, be sure to digitally sign AND encrypt your email.

Navy Career Tools

Required Actions

- Review ESR pages, then work with your personnel representative to ensure data accurately reflects your personal and professional achievements.

- Conduct a thorough review of your ESR with the user aid titled, ***Plain Talk - Personnel Record Review***, which is located on the NKO "Navy Career Tools" page and the NPC "Career Toolbox" page.

- Take all necessary actions to ensure your ESR is current, accurate and complete.

IMPORTANT: All Sailors should establish their ESR account on the Internet. Afloat Sailors may create a second ESR account via the shipboard NSIPS server. Personnel information in the Internet and Afloat environment is synchronized via routine data transfer between ship and shore. However, the afloat Sailor must establish an Internet account in order to view the ESR in the Internet environment.

Electronic Training Jacket (ETJ)

Description

The ETJ provides a view of career information documented in Navy personnel databases, such as training and education (including Navy eLearning, NECs and college courses), qualifications and certifications, career history, advancement status, and awards.

View your ETJ in the connected environment provided by the Internet or in the disconnected (afloat) environment provided by the Navy Information Application Product Suite (NIAPS).

⚑ **CAC and CAC-enabled computer required for Internet.**

Log in to ETJ via Navy Knowledge Online (NKO) at https://www.nko.navy.mil. On the LEARNING tab, click Electronic Training Jacket.

On afloat units, depending on NIAPS version installed:

- Go to NKO at Sea. On the LEARNING tab, click Electronic Training Jacket
- From the NIAPS Distance Support portal, go to Career Tools Afloat (CTA). Log in and then click ETJ Afloat

Find Supporting Information Online

Go to NKO. Click CAREER MANAGEMENT > Navy Career Tools.

- Launch "Navy Career Tools Assistant" and complete the module for Electronic Training Jacket.

Find Assistance or Help

Contact command Training Officer (TRAINO) and/or Command Career Counselor (CCC).

Contact the Global Distance Support Center.
- email anchordesk@navy.mil

Contact the NTMPS Support Office.
- 866-438-2898, Option 1
- email ntmps.support@navy.mil

    IMPORTANT: If you enclose personally identifiable information (PII) in your support request, be sure to digitally sign AND encrypt your email.

Required Actions

- Review ETJ pages to verify information accurately reflects your personal and professional achievements.
- Take all necessary actions to ensure your ETJ is current, accurate and complete.
- Click Problems With Your Data? (at the bottom of ETJ pages) for resources and points of contact that will help you correct discrepancies in the information displayed.

    IMPORTANT: Periodically, afloat Sailors should compare their afloat ETJ with the Internet version to ensure the two accounts are synchronized and all data is present in their Internet-based ETJ.

Navy Career Tools

Official Military Personnel File (OMPF)

Description

The OMPF consists of documents that reflect your fitness for service, performance of duties, and entitlements. These documents affect or influence your career and benefits, and include information about your accession, training, education, performance, discipline, decorations and awards, assignments, duties, casualty status, and separation/retirement from the Navy.

OMPF - My Record provides the ability to download and print documents for personal and professional use. Selection boards view many of these documents when considering candidates for retention, advancement and special programs.

🚩 **CAC and CAC-enabled computer required.**

Log in to BUPERS Online (BOL) at https://www.bol.navy.mil.

- Click OMPF - My Record to review official documents

Find Supporting Information Online

Go to NPC at
http://www.public.navy.mil/bupers-npc/Pages/default.aspx.

- Click Career Info > Records Management > Military Personnel Records
- Click Career Info > Records Management > OMPF - My Record

Find Assistance or Help

Contact command Personnel Officer, Command PASS Coordinator (CPC), and/or Command Career Counselor (CCC).

Go to http://www.public.navy.mil/bupers-npc/Pages/default.aspx.
- Click Career Info > Records Management > Military Personnel Records > Contact Us
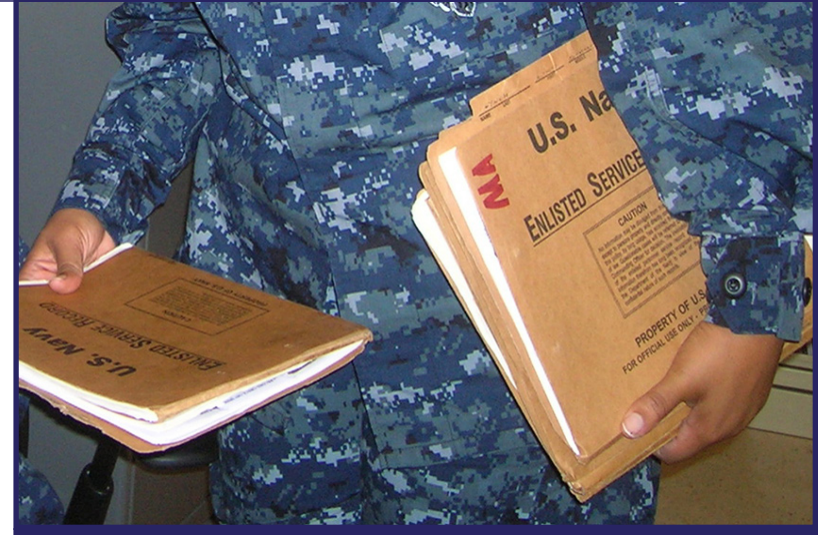
Contact the NPC Customer Service Center.
- 866-827-5672; DSN 882-5672; email cscmailbox@navy.mil

Contact the BUPERS Online help desk.
- 800-951-6289 (password reset only); email mill_legacyhelpdesk@navy.mil

  IMPORTANT: If you enclose personally identifiable information (PII) in your support request, be sure to digitally sign AND encrypt your email.

Required Actions

- At least six months prior to any Selection Board, review your OMPF, either through OMPF - My Record or by ordering a CD. Take all necessary actions to ensure your OMPF is current, accurate and complete.

- Conduct a thorough review with the user aid titled, **Plain Talk - Personnel Record Review**, which is located on the NKO "Navy Career Tools" page and the NPC "Career Toolbox" page.

- Use correction procedures provided at NPC > Career Info > Records Management > Military Personnel Records > Document Correction.

- Use correction procedures identified via the OMPF - My Record FAQ hyperlink.

IMPORTANT: After documents are scanned to OMPF they are destroyed, so you should maintain copies of all official documents.

Additionally, you should periodically order and retain a CD for emergency situations (such as backup for document loss due to system-file corruption). The CD contains personal and private information, and should be kept in a secured place.

Navy Career Tools

Performance Summary Record (PSR)

Description

The PSR is a three-part report that summarizes your personnel data and performance history:

- PSR Part I: Personnel Data Summary (previously titled Enlisted Summary Record)
- PSR Part II: Evaluation Summary (Pre-1996 Form)
- PSR Part III: Evaluation Summary (1996-Present)

You may view, download and print copies of your PSR via BUPERS Online.

🏳 **CAC and CAC-enabled computer with Internet required.**

Log into BUPERS Online (BOL) at https://www.bol.navy.mil.

- When asked to verify your PKI, choose the DoD CA-XX certificate, not the email certificate.
- Select ODC, OSR, PSR in the middle of the BOL Menu page.

Find Supporting Information Online

Go to NPC at
http://www.public.navy.mil/bupers-npc/Pages/default.aspx

- Click Career Info > Records Management > Military Personnel Records
- Click Career Info > Performance Evaluation > Contact Us

Find Assistance or Help

Contact Personnel Office, Command PASS Coordinator (CPC), Command Career Counselor (CCC) or servicing personnel support organization.

Contact NPC PERS 32

- 901-874-4881 / 4882 / 3313; DSN 882 (for Evaluation Summary only)

Contact the NPC Customer Service Center.

- 866-827-5672; DSN 882-5672; email cscmailbox@navy.mil

Contact the BUPERS Online help desk.

- 800-951-6289 (password reset only); email mill_legacyhelpdesk@navy.mil

  IMPORTANT: If you enclose personally identifiable information (PII) in your support request, be sure to digitally sign AND encrypt your email.

Required Actions

- View and verify your PSR once a year, and at least six months prior to Selection Board Review.

- If you discover errors or missing evaluations, contact Navy Personnel Command, PERS-32, using contact information provided on this page.

  IMPORTANT: Generally, the Personnel Data Summary (PSR Part I) is the very first document Selection Board members review when evaluating a record.

Navy Career Tools

Physical Readiness Information Management System (PRIMS)

Description

PRIMS allows you to view current and historical results of your semi-annual Physical Fitness Assessment (PFA).

🚩 **CAC and CAC-enabled computer required.**

Log in to BUPERS Online (BOL) at https://www.bol.navy.mil.

- Click PRIMS.

Find Supporting Information Online

Go to NPC at
http://www.public.navy.mil/bupers-npc/Pages/default.aspx.

- Click Support & Services > Physical Readiness

Go to NKO at https://www.nko.navy.mil.

- On the PERSONAL DEVELOPMENT tab, click Health and Wellness

Visit http://www.navyfitness.org/.

Find Assistance or Help

Contact Command Fitness Leader (CFL).

Contact the NPC Customer Service Center.
- 866-827-5672; DSN 882-5672
- email cscmailbox@navy.mil

Contact the PRIMS help desk.
- 901-874-2229; DSN 882-2229
- email mil_prims@navy.mil or NavyPRT@navy.mil

Contact the BUPERS Online help desk.
- 800-951-6289 (password reset only); email mill_legacyhelpdesk@navy.mil

  IMPORTANT: If you enclose personally identifiable information (PII) in your support request, be sure to digitally sign AND encrypt your email.

Required Actions

- Verify PRIMS data, which can reviewed as part of the advancement, promotion, and detailing process.
- See your Command Fitness Leader to update PRIMS data.

Navy Career Tools

U.S. Navy Awards

Description

Previously known as Navy Department Awards Web Service (NDAWS), the U.S. Navy Awards web site provides online access to Navy awards information and help. The web site is divided into five separate sections: Home, Personal, Unit, Veteran Awards and Awarding Authorities.

Go to U.S. Navy Awards at https://awards.navy.mil.

Conduct an Awards Query:

- Go to Personal Awards > (Personal Awards History) Personal Awards Query.
- Go to Unit Awards > (Unit Awards History) Unit Awards Query.

Find Supporting Information Online

Go to U.S. Navy Awards at https://awards.navy.mil.

- In the REFERENCES section of each U.S. Navy Awards page, find the FAQs

Go to NPC at http://www.public.navy.mil/bupers-npc/Pages/default.aspx.

- Click Career Info > Records Management > Decorations and Medals (Awards)

Find Assistance or Help

Contact command Personnel Officer or Command PASS Coordinator (CPC).

Contact Awards Office.

- email navyawards@navy.mil

  IMPORTANT: If you enclose personally identifiable information (PII) in your support request, be sure to digitally sign AND encrypt your email.

Required Actions

- Conduct Personal Awards Query to verify all your awards are present.
- Conduct Unit Awards Query to identify unit awards you may have received.
- Take all necessary actions to ensure U.S. Navy Awards information is current, accurate and complete.
- Use correction procedures provided. Go to U.S. Navy Awards. Click Personal Awards > (REFERENCES) Updating Personal Awards.

Navy Career Tools

Navy eLearning (NeL)

Description

NeL delivers computer-based learning designed to enhance your professional and personal growth.

Complete NeL courses in the connected environment provided by the Internet or in the disconnected (afloat) environment provided by the Navy Information Application Product Suite (NIAPS).

- On the Internet, the NeL home page links to mandatory training, providing direct access to courses you are required to complete.
- On NIAPS, the NeL home page provides lists of courses available (or not available) on the ship or submarine.

Log in to NeL via Navy Knowledge Online (NKO) at https://www.nko.navy.mil. On the LEARNING tab, click Navy e-Learning > Online courses.

On afloat units, depending on NIAPS version installed:

- Go to NKO at Sea. On the LEARNING tab, click Navy e-Learning
- From the NIAPS Distance Support portal, go to Career Tools Afloat (CTA). Log in and then click Navy eLearning Afloat

Find Supporting Information Online

Go to NKO. Click CAREER MANAGEMENT > Navy Career Tools.

- Launch "Navy Career Tools Assistant" and complete the NeL module

Go to NeL.

- Under the Get Started heading, click Take the Tutorial
- Under the Get Started heading, click FAQs

Find Assistance or Help

Contact your command Training Officer (TRAINO).

Contact the Global Distance Support Center.
- email anchordesk@navy.mil

Contact the Enterprise Customer Support Center.
- 877-253-7122, Option 1, then Option 1 (DSN 922-1001)
- Complete the Problem Report form on the NeL Help page

Required Actions

- Complete Navy eLearning to enhance your professional knowledge, skills and abilities.
- Verify course completions are documented in your Electronic Training Jacket (ETJ).

    IMPORTANT: If you begin a course in the Internet environment, you must complete the course in the Internet environment. If you being a course in the NIAPS environment, you must complete the course in the NIAPS environment.

Navy Career Tools

Navy Credentialing Opportunities Online (Navy COOL)

Description

Navy COOL explains how you can meet civilian certification and licensure requirements related to your rating, job, designator and occupation. Navy COOL provides the ability to accomplish the following:

- Get information about civilian licensure and certification.
- Learn how to fill gaps between Navy training and experience and civilian credentialing requirements.
- Discover resources that help you gain civilian job credentials.
- Identify resources to fund credentialing exams, such as the Navy-funded credentialing program, GI Bill, and DANTES.

Go to Navy COOL at https://www.cool.navy.mil.

Alternately, go to NKO (https://www.nko.navy.mil). On the LEARNING tab, click Navy COOL.

Find Supporting Information Online

Go to Navy COOL.

- Review COOL Overview, Credentialing Basics, and information provided in the Must Read FAQ

Go to USMAP at https://usmap.cnet.navy.mil.

Go to NKO at https://www.nko.navy.mil.

- Click Career Management > Advancement. Look for "Certifications and Qualifications"

Find Assistance or Help

Contact Command Career Counselor (CCC), Education Services Officer (ESO), and/or command Training Officer (TRAINO).

Contact the Global Distance Support Center.
- email anchordesk@navy.mil

Contact the Credentialing Program Office.
- 850-452-6683; DSN 922-6683
- email crry_cqcredentials@navy.mil

Required Actions

- Identify and earn national certification, and/or federal and state licensure.
- Identify apprenticeship trades related to your rating, then enroll in USMAP to earn a nationally recognized "Certificate of Completion" from the U.S. Department of Labor.

Navy Career Tools

United Services Military Apprenticeship Program (USMAP)

Description

USMAP is a formal military training program that provides you the opportunity to improve your job skills and to complete your civilian apprenticeship requirements while on active duty.

- USMAP is free, requires no off-duty hours and can use your military experience to grant up to one half of the required on-the-job training.

- Upon completion of the program, you become a registered apprentice with the U.S. Department of Labor.

Go to USMAP at https://usmap.cnet.navy.mil.

Find Supporting Information Online

Go to USMAP.

- Review information on the USMAP Welcome page, including What is USMAP?
- Review FAQs located on the USMAP Help tab

Go to Navy COOL at https://www.cool.navy.mil.

Find Assistance or Help

Contact Command Career Counselor (CCC) and/or Education Services Officer (ESO).

Contact USMAP support representatives.

- 850-452-1001, Option 3, ext 2222 / 2093 / 2096 / 2097; DSN 922-1001
- email netpdtc.usmap@navy.mil

Required Actions

- Identify and earn national certification, and/or federal and state licensure.

- Identify apprenticeship trades related to your rating and earn a nationally recognized "Certificate of Completion" from the U.S. Department of Labor.

- Verify certificates and achievements are documented in your ETJ, ESR, SMART, and OMPF.

Navy Career Tools

Sailor/Marine American Council on Education Registry Transcript
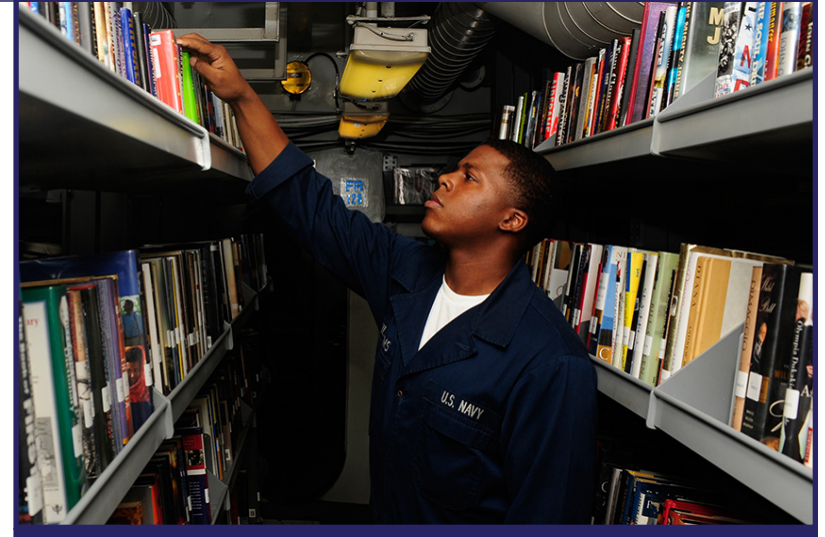
Description

SMART documents college courses, degrees and certifications completed on active duty through Tuition Assistance or the Navy College Program for Afloat College Education (NCPACE), and all other college courses completed at institutions accredited by a regional, national or professional accrediting agency recommended by the U.S. Department of Education.

SMART provides recommended college credit for your military occupational experience and training. Recommendations are made by the American Council on Education (ACE).

🏳 **CAC and CAC-enabled computer required.**

Log in to SMART at https://smart.navy.mil.

Alternately, go to NKO (https://www.nko.navy.mil). On the LEARNING tab, click SMART Transcripts.

Find Supporting Information Online

Go to Navy College at https://www.navycollege.navy.mil.

- In the left navigation menu, click Education Resources > SMART Information,

View the *Guide to the Evaluation of Educational Experiences in the Armed Services* at http://www.militaryguides.acenet.edu.

Find Assistance or Help

Contact Command Career Counselor (CCC) and/or Education Services Officer (ESO).

Contact the Virtual Education Center.
- 877-838-1659, Option 2; DSN 492-4684, Option 2
- email VEC@navy.mil

Contact your local Navy College Office.

Required Actions

- Review your SMART to verify data accurately reflects your training and education.
- Take all necessary actions to ensure your SMART is current, accurate and complete.
- Use correction procedures identified on the SMART Welcome page. See How to make updates or correction to your SMART.
- Use your SMART to facilitate degree planning.

Navy Career Tools

Sailor/Marine Online Academic Advisor (SMOLAA)

Description

SMOLAA is an online tool that works in conjunction with SMART to help you explore options for earning a college degree.

Using SMOLAA, you can access your academic history – as recorded in SMART – and then apply all applicable college and military courses to degree plans offered by various colleges and universities.

Depending on the college degree plan selected, SMOLAA will indicate the total credit hours you must complete to earn that degree.

⚑ **CAC and CAC-enabled computer required.**

Log in to SMART at https://smart.navy.mil. On the Welcome page, click Degree Shop / SMOLAA.

Alternately, go to NKO (https://www.nko.navy.mil). On the LEARNING tab, click SMART Transcripts. Log in to SMART. On the Welcome page, click Degree Shop / SMOLAA.

Find Supporting Information Online

Go to Navy College at https://www.navycollege.navy.mil.

- In the left navigation menu, click Education Resources. Click links to SMART Information, Rating and Degree Roadmaps, and Distance Learning Partnership

Find Assistance or Help

Contact Command Career Counselor (CCC) and/or Education Services Officer (ESO).

Contact the Virtual Education Center.
- 877-838-1659, Option 3; DSN 492-4684, Option 3
- email VEC@navy.mil

Contact your local Navy College Office.

Required Actions

- Use SMOLAA to identify all rating-related degree plans available to you.

- Use SMOLAA to determine credits that may be earned through Academic Testing Programs.

- Meet with a Navy College representative.
  - Discuss future plans, create your educational plan, enroll in courses or a degree plan
  - Select CLEP test(s) to be taken
  - Select course(s) to be taken
  - Apply for Tuition Assistance (TA)

Navy Career Tools

Career Management System/Interactive Detailing (CMS/ID)

Description

CMS/ID provides the ability to explore Navy job opportunities, identify career-enhancing jobs that meet your professional and personal goals, identify the specific skills and abilities required to perform the jobs you desire, and submit job applications.

🚩 **CAC and CAC-enabled computer required.**

Log in to CMS/ID at https://www.cmsid.navy.mil/jass/Index.action.

Alternately, go to NKO (https://www.nko.navy.mil). On the CAREER MANAGEMENT tab, click CMS - Interactive Detailing.

Find Supporting Information Online

Go to CMS/ID at https://www.cmsid.navy.mil/jass/Index.action. Use resources provided on the Help tab, including FAQs.

Go to NKO at https://www.nko.navy.mil. On the CAREER MANAGEMENT tab, click Navy Career Tools.

- Download the following user aids:
  - *CMS/ID Essentials*
  - *Detailing Countdown*
  - *Plain Talk - Perform to Serve (PTS)*
- Launch "Navy Career Tools Assistant" tutorial (also available from the CMS/ID Help tab). Complete the CMS/ID modules for Enlisted Sailor.

Go to NPC at http://www.public.navy.mil/bupers-npc/Pages/default.aspx.

- Click Enlisted > CMS/ID
- Click (NPC Quick Links) > Career Toolbox

Find Assistance or Help

Contact Command Career Counselor (CCC), Mentor and/or Chain of Command.

Contact the Global Distance Support Center.
- email anchordesk@navy.mil

Contact the CMS/ID Help Desk.
- 800-537-4617
- email cmsidhelpdesk@navy.mil

Required Actions

- Review personnel data. Eighteen months prior to your Projected Rotation Date (PRD), review information displayed on the CMS/ID Sailor Info tab. (Prospective commands will see this information when reviewing your job application and Detailers will use this information to determine whether or not you are detailed to the job you desire.) Take all necessary actions to ensure your personnel and career data is current, accurate and complete.
- Review and update your Duty Preferences.
- Use your CCC, chain of command, and mentors for career advice prior to submitting job applications.
- Submit PTS applications 15 months prior to PRD and/or EAOS to receive first look at 12 months. Active Component Sailors in Zones A, B and C must submit a PTS request, regardless of reenlistment intentions. Your CCC will provide career information and counseling, then submit your application.

Navy Career Tools

Fleet RIDE/Perform to Serve (PTS)

Description

Fleet Rating Identification Engine (Fleet RIDE) provides an assessment of your eligibility and qualification for enlisted ratings. It considers your aptitude for a specific rating (ASVAB scores), your moral/legal status, and your medical/physical status, while taking into account needs of the Navy.

Perform to Serve (PTS) is a PERFORMANCE-BASED program that helps the Navy keep its top performers.

Navy policy directs that, "Commands shall ENSURE Fleet RIDE/ PTS applications are submitted for all designated E3-E6 Sailors as early as 15 months prior to, but no later than 12 months prior to their end of active obligated service (EAOS) as extended, also known as Soft EAOS (SEAOS). During this mandatory submission period, applications must be submitted even if the Sailor's intention is to separate, or if the Sailor is ineligible or not recommended for reenlistment at the time of application."

Your Command Career Counselor (CCC) is responsible for submitting your PTS application, informing you of monthly PTS results, and updating your application if you did not receive a reenlistment quota.

Find Supporting Information Online

Go to NPC at http://www.public.navy.mil/bupers-npc/Pages/default.aspx. Click Career Info > Career Counseling > Fleet RIDE-PTS.

- View *Plain Talk - Perform to Serve* and *Plain Talk - Prepare for Advancement Exam* to make yourself competitive.

Find Assistance or Help

Contact Command Career Counselor, Mentor, and/or Chain of Command.

Contact NPC Customer Service Center.
- 866-827-5672; DSN 882-5672; email cscmailbox@navy.mil

Contact Fleet RIDE-PTS Help Desk.
- 901-874-2101; DSN 882; email FleetRIDE_Help_Desk@navy.mil

Required Actions

- Your performance directly impacts Fleet RIDE/PTS determination. *Plain Talk - Perform to Serve* to prepare for the Fleet RIDE/PTS selection process. Start now to make yourself the best possible candidate for retention!

- E3-E6 Sailors with less than or equal to 14 years of obligated service are required to apply for and receive approval to reenlist in the Navy. As your Fleet RIDE/PTS window approaches, work closely with your chain of command and CCC.

- Discuss career objectives with your CCC, mentor and chain of command, then submit your PTS application accordingly:
  - Reenlist INRATE – you request to reenlist in your current rating
  - Apply for INRATE and willing to Convert – you request to reenlist in your current rating, but are willing to convert to a new rating
  - Conversion ONLY – you request to reenlist in a new rating
  - SELRES Option – you request to reenlist in the Selected Reserve
  - Separation – you request to separate at EAOS/SEAOS

- You can submit one application per month for six months (12-6 months prior to SEAOS/ PRD). If you are not selected for retention on Active Duty, consider submitting an application to reenlist in the Selected Reserve (5-3 months prior to SEAOS).

Navy Career Tools